

SKILLS FOR A LIFETIME

WORKPLACE SKILLS

UNDERSTAND SYSTEMS

- Know that families are a social system
- Understand how the school works
- Understand how your town is organized

INFORMATION SKILLS

- Know where to find the information you need
- Organize information for a report
- Communicate information clearly
- Use computers to process information

TECHNOLOGY SKILLS

- Learn to keyboard
- Learn word processing
- Choose correct software to get the job done

NEGOTIATE

- Use interpersonal and communication skills to obtain a desired goal
- Work towards agreements

DIVERSITY

- Work with all kinds of people
- Learn about different cultures

MANAGE RESOURCES

- Get your homework done on time
- Make a budget for spending money
- Keep your locker and backpack neat

TEAMWORK

- Get along with your friends
- Work with others on projects
- Be on sports teams

TEACH OTHERS

- Help a friend with homework
- Teach someone how to play a sport

SERVE CUSTOMERS

- Do volunteer work
- Give good service to your customers who might, for e.g., buy fundraising items from you

LEADERSHIP

- Lead projects
- Help others
- Lead a sports team

FOUNDATION SKILLS

RESPONSIBILITY

- Do your homework
- Meet project deadlines
- Get to class on time
- Follow your schedule

SELF-ESTEEM

- Believe in yourself
- Do your best

SOCIABILITY

- Meet new people
- Join activities and clubs

HONESTY/INTEGRITY

- Make ethical choices
- Acknowledge your source of information in reports

SELF-MANAGEMENT

- Schedule your day
- Set priorities and goals

READING

- Read articles and books
- Understand written information

WRITING

- Write essays, reports, poetry, and stories
- Write memos and business letters

ARITHMETIC/MATHEMATICS

- Know how to add, subtract, multiply and divide
- Know how to use math to solve practical problems

LISTENING

- Take notes
- Interpret what you hear

SPEAKING

- Give class presentations
- Organize ideas

CREATIVE THINKING

- Use your imagination
- Try new ways to do things
- Brainstorm new ideas

PROBLEM SOLVING

- Analyze information
- Understand the problem
- Define the problem
- Solve the problem

DECISION MAKING

- Specify goals
- Look for alternatives
- Consider risks
- Evaluate and choose

MIND'S EYE

- Visualize what you hear
- Create a mental picture

KNOWING HOW TO LEARN

- Ask questions
- Read information
- Use the library
- Research information

REASONING

- Understand relationships between objects
- Use knowledge to solve problems or make decisions

Skills are equally important and the blocks are in no particular order.

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